D R A F T

Meeting Minutes, 2/7/05

Committee for Citizen Involvement

CCI Members Present: Bev Froude, Sue Carver, Basil Christopher, Stacie Yost
CCI Member Absent: none
Staff Present: Victor Soares, Liz Newton, Duane Roberts

1. Welcome

The meeting was called to order at 7:12 PM by Duane Roberts

2. Approval of Minutes

The minutes of the previous meeting, held on 11/15/04, were approved by the committee as written.

3. Permit Center Tour

Duane led a tour of the new permit center, the former Tigard Library building. The converted space now houses City Planning, Building, and Engineering staff, who formerly were scattered in three separate buildings.

4. Council Action on Resolution to Expand CCI Membership

Duane handed out copies of the 1/11/05 Council meeting packet dealing with the make-up of the Committee for Citizen Involvement.   The packet included a resolution titled ". . . expanding the membership of the Committee for Citizen Involvement to include representatives from the City's active boards and committees and from future neighborhood organizations."   He commented that the vote to adopt the resolution was unanimous.   The adopted resolution expands the CCI to include one representative from each standing City board and committee. This includes ten groups, but does not include task forces, or project-specific and time-limited city groups, such as the Downtown and Skate Park Task Forces.   The resolution also authorizes the expansion of the CCI to include representatives of any future neighborhood organizations created by the City. The next step in carrying out the resolution is that Barbara Shields and Duane will meet in person with each standing citizen group to discuss the role of the CCI and personally invite each group to appoint a representative to serve on the enlarged CCI.

A discussion of the CCI's "mission" followed. Liz commented that the CCI's role is to monitor the broad range of City citizen involvement efforts and to provide citizen feedback on these efforts. The CCI provides a sounding board to each of the various City departments that engage in citizen communication activities. The CCI's province applies to the message as opposed to the technical aspects of the message content, or what the message is about. Basil described the CCI's purpose as critiquing City communication activities and suggesting how they could be improved or made more effective. He said that the goal of improved communication is to encourage people to stay actively involved in the community. Stacie commented that most people don't know what's going on in the community. She stated that the CCI's mission is to help the City to decide how best to get the word out about the range of City-related activities and events.

The committee requested staff to put together before the next CCI meeting a draft mission statement. The content should be derived from past committee minutes and the recent council resolution. The committee will review and revise the draft at the next regular meeting.

5. Enhanced Community Involvement Program Update

Liz showed the committee a large-scale composite map depicting (1.) elementary school service/attendance boundaries, (2.) the 45 Community Assessment Program (CAP) areas, and (3.) the neighborhood area boundaries drawn by the citizens who attended the first Community Involvement Program outreach meeting, held in December. She explained that the map will be used at a second outreach meeting to get feedback on the three main options for defining neighborhoods that have emerged so far. Transportation corridors, community groceries, population density, and such public amenities as small parks and trails are examples of other features that could be used to distinguish or break up the City into neighborhoods. Liz commented that the City limits should not be treated as a potential boundary. Attendees at the meeting will discuss and mark-up base maps based on their own ideas regarding workable neighborhood areas. Program structure and organization also will be discussed. To facilitate this discussion, Liz will prepare a sheet with bulleted activities neighborhoods potentially could get involved in. The final boundaries and program structure will be determined by the community as opposed to staff. The date and location of the round two outreach meeting is March 1st in the Senior Center.

Following the second outreach meeting, Liz will go to Council with the preferred, citizen-selected boundary option. Following Council discussion and approval of the boundary map, three to six neighborhoods will be selected for pilot projects. The concept is to try out approaches and to fully develop a few neighborhood organizations as models prior to implementing a city-wide program.

Basil volunteered to staff an outreach activity in the library lobby. The purpose is to solicit comments and ideas for identifying neighborhoods. He discussed

putting up a sign and displaying boards depicting the various possible approaches for dividing the City into neighborhoods.

Stacie asked how the CAP boundaries will be used to help define areas. Liz responded that the areas could be combined and split in any variety of ways to define neighborhoods. In response to a question from Sue, Liz indicated that a reasonable and manageable number of neighborhood areas is about twenty. Bev commented that the final boundaries should he regarded as experimental. This would emphasize that the boundaries could be refined or redrawn later, if warranted.

Victor commented that the residences of community leaders, i.e., people willing to head-up a group, is another possible boundary criterion. Bev commented that the home addresses of Community Connectors should be pinpointed on the base map. She also commented that residents of the Beaverton school district attendance area inside Tigard do not identify with the City as their governance provider.

Tigard Webpage

Victor overviewed the Tigard webpage. The page receives 30-50,000 individual visits per month. This number does not include hits or links followed within a visit. Job and bid openings are the two most popular links. The "hot topic" listings have been successful in drawing visitors to particular links. Some city webpages include discussion boards, but Tigard's does not. Instead, Tigard webpage announcements and stories include the email addresses of staff contacts. This feature serves a purpose similar to that of a discussion board. It allows readers to provide comments on a topic, if they wish to do so. According to Victor, approximately 70% of Tigard households have internet service.

Basil indicated that the City should consider adding a neighborhood discussion board or forum. Victor said a key issue is how to monitor the board for inappropriate content. To help address this problem, he has thought about an interactive board that would be subscription based. Stacie asked who decides what's included in the webpage. Victor answered that he and Nancy Lof are responsible for webpage postings. Liz also provides advice when requested.

Bev said the City needs to do more outreach in public places, such as stores and malls, and larger gatherings.

Other Business

Bev commented that some six items previously discussed by the CCI had not been followed-up on or brought back to the CCI for further review in order to "close the loop" on the item. One of these is a presentation on and discussion of the developer neighborhood meeting process. This refers to the neighborhood

meeting required of applicants prior to the submittal of most land use applications. Duane suggested that all of these items be included in the next meeting agenda. Bev agreed to contact staff with the list of items in need of CCI attention.

Next Meeting: March 17, 2005 Tigard City Hall, Permit Center Conference Room. Tentative agenda items:

- Results of Board and Committee Outreach/
    Introduction of New Members
- Follow-up on Previously Introduced Topics
- Land Use Proposal Neighborhood Meeting Process
- Report on Enhanced Community Involvement Program Open House
- Review Mission Statement
- Downtown Plan Community Dialogue Update

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